

**STATEMENT OF WORK
INDUSTRIAL SEWING MACHINES, PARTS AND SUPPLIES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the Sewing Machines, Parts and Supplies ITQ is to qualify responsible and responsive Contractors to provide Industrial Sewing Machines, Parts and Supplies to the PA Department of Corrections, Bureau of Correctional Industries Garment and Laundry Plants located throughout the Commonwealth of Pennsylvania.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Corrections (DOC), Bureau of Administration. All inquiries should be referred to:

Susan Duff
PA Department of Corrections
Bureau of Administration
1920 Technology Parkway
Mechanicsburg, PA 17055
Telephone: 717-728-4753
Email: sduff@pa.gov

TERM OF CONTRACT: The term of the Contract shall begin on the Commencement Date (as defined below) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

QUALIFICATIONS: Suppliers interested in becoming an ITQ Supplier must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Supplier that meets the minimum qualifications will be awarded a contract. Award of a contract to a Supplier is not a guarantee of business.

A. Supplier must provide a link to a list of their available products, and a percentage discount for each commodity code to be offered to the DOC.

B. Supplier must provide a listing of manufacturers whose products they offer. Supplier must upload documentation that they are the manufacturer of the products being offered or an authorized representative (dealer/reseller) of the manufacturer's products. If not the manufacturer of the products being offered, the Supplier must upload a document, on the manufacturer's letterhead, stating dealer/reseller is allowed to sell the manufactured product. Suppliers are required to submit documentation if they begin representing additional manufacturers after the contract is executed, or if they cease representing a manufacturer indicated in their original submission.

C. Supplier must provide documentation showing five (5) years' experience supplying sewing related equipment and supplies.

D. Suppliers must be able to provide machines and parts to DOC locations across the Commonwealth, including but not limited to:

SCI-Waymart, Route #6, Waymart PA 18472
SCI-Dallas, 1000 Follies Road, Dallas PA 18612
SCI-Frackville, 1111 Altamont Blvd, Frackville PA 17931
SCI-Phoenix, 1200 Mokychic Drive, Collegeville PA 19426
SCI-Benner Township, 301 Institution Drive, Bellefonte PA 16823
SCI-Muncy, 6454 State Route 405, Muncy PA 17756
SCI-Huntingdon, 1100 Pike Street, Huntingdon PA 16654
SCI-Somerset, 1590 Walters Mill Road, Somerset PA 15510
SCI-Greene, 169 Progress Drive, Waynesburg PA 15370
SCI-Mercer, 801 Butler Pike, Mercer PA 16137

E. The prices are the delivered price to any Purchasing Entity. All deliveries shall be F.O.B. destination, freight pre-paid, with all transportation and handling charges paid by the Contractor.

EXCLUSIONS: This contract will only cover industrial sewing machines, parts and supplies listed in a suppliers' catalog.

MATERIAL CATEGORIES: Suppliers will need to choose the appropriate commodity code(s) to qualify for this contract. Supplier will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each material category.

COMMODITY CODE	DESCRIPTION OF MATERIAL CATEGORY
Industrial Sewing Machines	Sewing machines specifically built for long term, professional sewing projects.
Sewing Machine Parts	Industrial sewing machine components, including but not limited to: springs, screws, needle clamps, belts, pulleys, and brackets.
Sewing Machine Consumables	Industrial sewing machine parts which require periodic replacement, including but not limited to needles.
Garment Production Materials	Materials, items used in the production of garments including but not limited to: feed rails for cutting tables, automatic trimmers, cloth drills, scissors, nips.

GENERAL INFORMATION/REQUIREMENTS:

- A. Warranty.** Each sewing machine provided shall be warranted for a minimum of one (1) year from date of delivery or issuance to be free from all defects in material and workmanship.
- B. New Equipment.** Unless otherwise specified in this ITQ, all products offered by Contractors must be new and unused and constructed of the highest quality. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. This clause

shall not be construed to prohibit Contractors from offering products with recycled content, provided the product is new.

C. Type of Contract. Upon determination that the Supplier meets the ITQ requirements, the Commonwealth will issue a contract to the Supplier. Upon receipt of a Purchase Order (PO) issued under this Contract, the Supplier agrees to furnish the requested services to the Commonwealth agency issuing the PO.

D. Order of Precedence. If any conflicts or discrepancies should arise in the terms and conditions of this Contract, or the interpretation thereof, the order of precedence shall be:

- i. This Contract;
- ii. The data resident on the ITQ web site ([DGS ITQ site](#)) and incorporated herein by reference at the date of execution of the Contract or issuance of an RFQ off this Contract, whichever is later, including but not limited to the promises and certifications the Supplier made in qualifying for the Contract;

If any conflicts or discrepancies should arise in the interpretation of a PO, the order of precedence shall be:

- i. The consulting service category definitions, descriptions, qualification requirements, and contract terms and conditions set forth in the RFQ;
- ii. This Contract;
- iii. the PO and any attachment thereto, including: (1) the Supplier's Proposal, as accepted by the Commonwealth; (2) the RFQ.

E. Bid Protest Procedure (April 2016). The Bid Protest Procedure is on the DGS website [Bid Protests](#).

REQUEST FOR QUOTES (RFQ) PROCEDURES: Commonwealth agencies will issue an RFQ to qualified Suppliers, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Suppliers will respond to the RFQ in the system. The requesting agency may require the qualified Supplier to furnish, upon request, additional documentation in the RFQ. The qualified suppliers selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value
 - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Supplier whose overall proposal best suits the agency's needs is selected for each project; and
- Low Cost

- Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.